



The General Sir John Kotelawala Defence University

UNIVERSITY ACCOMMODATION POLICY

1. Policy Statement:

The General Sir John Kotelawala Defence University is committed to providing reasonable accommodations to ensure equal access and opportunity for members of the university community, including students, faculty, and staff. This policy outlines the procedures for requesting and implementing accommodations in compliance with applicable university rules and regulations.

2. Scope and Applicability:

This policy applies to members of the university community, including officer cadets, international students, students at Sooriyawewa Campus, and military staff. Limited civil staff is also provided with accommodation considering the requirements. It encompasses all university programs, activities, and services.

3. Definitions:

Accommodation: An adjustment or modification that allows individuals to participate fully and equally in university programs, activities, and services.

4. Documentation Guidelines:

Documentation should be recent and relevant to the requested accommodations. It should include a clear diagnosis, and recommendations for specific accommodations.

5. Confidentiality:

All information related to an accommodation is considered confidential. Disclosure of such information will only occur with the explicit consent of the individual or as required by law.

6. Timely Response:

The university is committed to providing a timely response to accommodation requests. While the specific timeline may vary based on individual circumstances, the university will make every effort to implement approved accommodations promptly.

7. The Duty to Accommodate: General Principles

The University's approach to providing accommodations will be based on the following principles:

Individualization: Accommodation is assessed and delivered on an individual basis for persons who make their needs known. Each request must be considered individually in order to meet the specific circumstances of the individual seeking accommodation.

Dignity: Requests for accommodation must be dealt with in a respectful and timely manner so individuals can fully participate in all aspects of employment, academic endeavors and in the use of facilities and housing.

Privacy: Individuals must be accommodated in ways that respect their right to privacy. Information relating to specific requests for accommodation will be treated as confidential and will only be used for the purpose of assessing and implementing accommodation options and solutions. The consideration of accommodation requests and the search for reasonable accommodation measures will involve the person requiring the accommodation and a Person of Authority.

Inclusion: The University is committed to ensuring its programs, policies, practices, facilities, services, communications and systems are designed intentionally to foster the full integration of diverse individuals and groups protected under the Code. Periodic proactive reviews of existing policies, rules, practices and procedures to identify and eliminate barriers to access and inclusion can also promote a more inclusive campus while helping to minimize the need for individualized accommodations.

8. Making a Request for Accommodation

8.1. Military Staff and Officer Cadets

All members will be provided accommodation within the University premises, and their accommodation requests will be attended to.

8.2. Civil Staff and Civil Students

Requests for accommodation can be made based upon any Protected Ground.

It is typically the responsibility of the University Member to make their Protected Ground-related needs known. Reach out to a relevant Person of Authority for information and assistance and/or to commence the accommodation process.

9. Receiving a Request for Accommodation

If there is evidence to support the need for accommodation, the Person of Authority will identify and select appropriate accommodation measures in consultation with the individual seeking accommodation. If, on the other hand, the assessment concludes that accommodation is not required, the Person of Authority will advise the individual in writing.

ROLES AND RESPONSIBILITIES

10. All University Members

Are responsible for familiarizing themselves with this Policy. Engage the accommodation process in good-faith and in a cooperative manner, which includes making their needs known in a timely fashion, providing additional information about their individualized needs when requested and being open to all reasonable accommodation Measures.

11. Persons of Authority

At the time of registration students are informed about the procedures for requesting accommodation. All such request from International students are handled by the Deputy registrar assisted by the Foreign Relations Officer. Day scholar requests can be forwarded through the Enlistment section.

12. Periodic Review:

This policy will be periodically reviewed and updated as necessary to ensure compliance with relevant laws and the evolving needs of the university community.

Effective Date	4 th July 2022
Last revised	-